

**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT DEPARTMENT - A.P.  
ANDHRA PRADESH MUNICIPAL ACCOUNTS SUBORDINATE SERVICE RULES -  
2011- ORDERS - ISSUED.

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**MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT (G1) DEPARTMENT**  
**G.O.Ms.No.588** **Dated:31-12-2011.**  
**Read the following:**

1. From the CDMA Lr.No.3430/05-K1, dt: 21.4.2008 and.31.10.2008.  
2.G.O.Ms.No.587, MA&UD(G1)Dept, dt.31-12-2011

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**ORDER:**

The following notification will be published in an extraordinary issue of the A.P. Gazette, date: **03-01-2012**.

**NOTIFICATION**

In exercise of the powers conferred by Section 326 read with Subsection (2) of section 80 of the Andhra Pradesh Municipalities Act, 1965 (Andhra Pradesh Act No.6 of 1965), the Governor of Andhra Pradesh hereby makes the following rules for the Andhra Pradesh Municipal Accounts Subordinate Service constituted in G.O.Ms.No.587, MA&UD(G1)Department, date: 31.12.2011.

**RULES**

**1. Short title, Extent and commencement:**

- a. These rules may be called the Andhra Pradesh Municipal Accounts Subordinate Service Rules, 2011.
- b. They shall apply to all Municipalities in the State of Andhra Pradesh.
- c. They shall come into force with immediate effect.

**2. Definitions**

Unless the context otherwise requires, the words and expressions used in these rules shall carry the same meaning as defined in the Andhra Pradesh Municipalities Act, 1965, the Andhra Pradesh Municipal Ministerial Subordinate Service Rules, 1992 and the Andhra Pradesh State and Subordinate Service Rules, 1996.

**3. Constitution**

The Andhra Pradesh Municipal Accounts Subordinate Service shall consist of the following categories of posts, namely: -

a.	Category I	Accounts Officer
b.	Category II	Junior Accounts Officer
c.	Category III	Senior Accountant
d.	Category IV	Junior Accountant

**Explanation I:** - Accounts Officers have to work as Head of Accounts Section in Municipalities having income more than ten crore rupees.

**Explanation II:** - Junior Accounts Officers have to work as Head of Accounts Section in Municipalities having income up to ten crore rupees or to assist Accounts Officer in Municipalities having income of rupees more than twenty crores.

**4. Appointment:-** The method of appointment and appointing authority for the categories of posts mentioned in column(1) of the table below shall be as specified in the corresponding entries in column (2) and column(3) thereof:-

**TABLE**

<b>Category</b>	<b>Method of Appointment</b>	<b>Appointing Authority</b>
I. Accounts Officer	<p>1. By direct recruitment to the extent of 50% of the total posts in the category.</p> <p>2. By promotion from Category II working in Multi Zone I or II, with not less than 2 years of service in that Category to the extent of 50% of the total posts in the category</p> <p>3. By deputation from Treasuries and Accounts Department in the event of employees with prescribed qualification are not available for promotion to Category I.</p>	Commissioner and Director of Municipal Administration
II. Junior Accounts Officer	<p>1. By Direct Recruitment to the extent of 50% of the total posts in the category.</p> <p>2. By promotion from Category III working in Multi Zone I or II, with not less than 2 years of service in that Category to the extent of 50% of the total posts in the category.</p> <p>3. By deputation from Treasuries and Accounts Department in the event of employees with prescribed qualifications are not available for promotion to Category II.</p>	Commissioner and Director of Municipal Administration
III. Senior Accountant	<p>1. By Direct Recruitment to the extent of 50% of the total posts in the category.</p> <p>2. By promotion from Category IV working in Municipalities of the Zone with not less than 2 years of service in that category to the extent of 50% of the total posts in the category.</p> <p>3. In the event of employees with prescribed qualifications are not available for promotion to Category III, the resultant vacancies shall be filled by direct recruitment.</p>	Regional Director cum Appellate Commissioner of Municipal Administration
IV. Junior Accountant	<p>1. By Direct Recruitment to the extent of 50% of the total posts in the category.</p> <p>2. By appointment by transfer from the Categories of Bill Collectors and Record Assistants working in the Municipalities in the District to the extent of 50% of the total posts in the category.</p> <p>3. In the event of employees with prescribed qualifications are not available for promotion to Category IV, the resultant vacancies shall be filled by direct recruitment.</p>	Regional Director cum Appellate Commissioner of Municipal Administration

Note1: (a) Appointment by promotion to categories I and II shall be made from a panel prepared by a committee consisting of the following members:-

- (i) Commissioner and Director of Municipal Administration
- (ii) Director of Treasuries and Accounts
- (iii) Director of State Audit
- (iv) Additional secretary to Government/Joint Secretary to Government/ Deputy Secretary to Government concerned in Municipal Administration & Urban Development Department.

(b) The date and time of the meeting will be fixed by the Commissioner and Director of Municipal Administration and the meeting shall be presided over by him. The quorum for the meeting is two members, the presence of appointing authority being compulsory.

Note 2: (a) Appointment by promotion to categories (III) and (IV) shall be made from a panel prepared by a committee consisting of the following members:-

- (i) Regional Director cum Appellate Commissioner of Municipal Administration of the region concerned.
- (ii) Chairperson of the Municipal Council concerned
- (iii) Commissioner of the Municipality concerned

(b) The date and time for the meeting of the committee will be fixed by the Regional Director cum Appellate Commissioner of Municipal Administration concerned and the meeting shall be presided over by him. The quorum for the meeting is two members, the presence of appointing authority being compulsory.

#### **5. Reservation of appointment:**

Rule 22 of the Andhra Pradesh State and Subordinate Service Rules and the rules relating to reservations for different categories i.e SC,ST,BC,Women,Physically handicapped etc. in the service shall apply to the appointments made by direct recruitment and promotions.

#### **6. Qualifications**

For appointment to all categories of posts either by direct recruitment or by promotion, or by transfer one should possess a Bachelor Degree in Commerce.

#### **7. Age**

The rules governing the minimum age for direct recruitment in the government service shall mutatis-mutandis apply to all categories of this service.

#### **8. Temporary Appointment**

(1) Where it is necessary in the public interest owing to an emergency which has arisen to immediately fill a vacancy, the appointing authority may promote a person purely on a temporary basis, until a person is appointed in accordance with the rules.

(2) No person who does not possess the prescribed qualification shall be promoted under sub-rule (1)

(3) A person promoted under sub-rule (1) shall not be regarded as probationer in the higher category or be entitled for any preferential claim for future promotion to such higher category, or seniority.

#### **9. Probation**

Every person appointed to a category in the service shall from the date on which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years, if recruited direct and for a total period of one year on duty within a continuous period of two years, if appointed by promotion.

#### **10. Seniority**

The seniority of the members of the service shall be determined as per Rules 33 to 36 of the Andhra Pradesh State and subordinate Service Rules 1996.

#### **11. Postings and Transfers**

(1) The members working in categories I and II are liable for transfer within the multi-zone concerned. The authority competent to order postings or transfers within the multi zone concerned is the Commissioner and Director of Municipal Administration.

(2) The members working in categories III and IV are liable for transfer **within the zone and districts concerned respectively**. The authority competent to order postings or transfers within the zone **and districts** is the Regional Director cum Appellate Commissioner of Municipal Administration concerned:

Provided that the Commissioner and Director of Municipal Administration shall have the power to cancel, modify or revise such transfers and issue such instructions to the Regional Director cum Appellate Commissioner of Municipal Administration as he deems fit.

#### **12. Training**

(1) Every person appointed by direct recruitment to the posts of Accounts Officer, Junior Accounts Officer and Senior Accountant and every person appointed to the post of Junior Accountant, either by promotion or by direct recruitment shall undergo induction training in the following areas for a period of four months

- Municipal organization
- Office procedure
- Revenue management
- Expenditure management
- Financial accountability
- Accounts/financial statements preparation
- Budget preparation
- Audit of accounts
- Service Rules/ Departmental Codes
- IT applications in accounting

(2) There shall be orientation training to the members of service at such periodic intervals as determined by the Commissioner and Director of Municipal Administration.

#### **13. Tests**

(1) Every person appointed by direct recruitment in any category shall pass the following tests within the period of probation.

- (i) Accounts Test for Local Body Employees
- (ii) Accounts Test for Subordinate Officers – Part I and Part-II

(2) If any person fails to pass the above tests within the period of probation or within such extended period, he shall be discharged from service by the appointing authority;

Provided that a member of SC/ST shall not be discharged from service for failure to pass the above tests and the period of probation of such member shall stand extended from time to time till he passes the tests

(3) No person shall be eligible for promotion to category I, II and III unless he passes the test prescribed in subrule (1).

#### 14. Local Units, Multi Zones, Zones and Jurisdiction

The pattern and norms of this Service shall be as follows: -s

Category I and II	Each Multi Zone will be a local unit
Category III	Each Zone will be a local unit
Category IV	Each <b>District</b> will be a local unit

Multi zone I	Zones I to IV of presidential order.
Multi zone II	Zones V and VI of presidential order.

Zone I	All Municipalities in Srikakulam, Vizianagaram and Visakhapatnam Districts.
Zone II	All Municipalities in East Godavari, West Godavari and Krishna Districts
Zone III	All Municipalities in Guntur, Prakasam and Nellore Districts
Zone IV	All Municipalities in Chittoor, Ananthapur, Kadapa and Kurnool Districts
Zone V	All Municipalities in Adilabad, Karimnagar, Warangal and Khammam Districts
Zone VI	All Municipalities in Nizamabad, Medak, Nalgonda, Mahbubnagar and Rangareddy Districts

#### 15. Conditions of Service

In matters not covered by these rules, the members of the service shall be governed by all the rules applicable to government servants.

#### 16. Pay and allowances

(1) A member of the service shall draw pay and all allowances admissible as per the orders of Government from time to time.

(2) Expenditure on Pay and allowances of the members of the service shall be made under detailed Head of Account " 010- Salaries" through Government Treasuries as per orders issued in G.O.Ms.No.179 dated 25-2-2009 of M.A & U.D ( G1) Department and subsequent orders issued by the Government from time to time as the case may be.

#### 17. Leave

(1) The Commissioner and Director of Municipal Administration is competent to sanction leave other than casual leave to members of category I and II.

(2) The Commissioner of the municipality concerned is competent to sanction leave other than casual leave to the members of category III and IV.

(3) The Commissioner of the municipality concerned is competent to sanction casual leave, compensatory leave and optional holiday to all the members of the service.

#### 18. Leave Salary

Leave salary of the members of the service shall be paid through Government Treasury under detailed Head of Account 010-salaries.

#### 19. Loans and Advances

The Commissioner of the Municipality is competent to sanction loans and advances to the members of service as per rules applicable to State Government employees.

#### 20. Discipline and Control

(1) The Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules, 1991 applicable to the government servants shall apply to the members of this service except to the extent indicated hereunder;

(2) The Commissioner of the Municipality may place a member of any category of this Service under suspension pending inquiry/ investigation into criminal complaints or on filing charge sheet in a court of Law against the member of the service for a period of six months:

Provided that the Appointing Authority concerned shall also have the power to place a member of service under suspension pending inquiry into grave charges.

(3) The authority, which may impose the following penalties on a member of this service, shall be the appointing authority concerned.

- (i) Suspension.
- (ii) Reduction to lower rank in the seniority list or to a lower post or time scale or to a lower stage in a time scale.
- (iii) Withholding of increments/promotion.
- (iv) Compulsory retirement from service.
- (v) Removal from service
- (vi) Dismissal from service.

(4) An appeal against any order passed by the appointing authority in respect of categories III and IV shall lie to the Commissioner and Director of Municipal Administration and in respect of categories I and II to the Government.

(5) An appeal has to be filed within three months. The period of three months is reckoned from the date of receipt by the member of this service of the order imposing the penalty.

## **21. Conduct**

The Andhra Pradesh Civil Services (Conduct) Rules, 1964 applicable to government servants as amended from time to time shall apply to the members of this service.

## **22. Pension**

(1) The existing municipal employees appointed before 1-9-2004 and who are promoted to this service shall be paid pension as per A.P. Revised Pension Rules 1980, under the Head of Account "MJH2071-01-MH 110 – SH(09). 040-041. pensions"

(2) The existing municipal employees appointed on or after 1-9-2004 and who are promoted to this service and persons recruited direct to this service shall come under the purview of contributory pension scheme introduced in G.O.Ms No.653 Finance (Pension.I) Department dated 22-9-2004. (3) In respect of officers drawn on deputation, the concerned department shall pay the pension, as applicable in their parent department.

## **23. Repeal and Savings**

(1) The Andhra Pradesh Municipal Ministerial Subordinate Service Rules issued in GO Ms No,292, MA, dated 20-5-1992 to the extent of Accountants in special and selection grade municipalities in category III shall stand deleted and category IV namely Accountants in First and Second grade municipalities shall stand abolished. While category IV of the said service stands abolished, category V and VI shall be renumbered as IV and V respectively.

(2) The Junior Assistants or of equivalent cadre under Andhra Pradesh Municipal Ministerial Subordinate Service shall be given an opportunity to opt as Junior Accountant in this service, provided they possess the qualification to hold the post. The option can be exercised within six months from the date of commencement of these rules. The option however is limited to 50% of the posts.

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(3) The Senior Assistants or of equivalent cadre under Andhra Pradesh Municipal Ministerial Subordinate Service shall be given an opportunity to opt as Senior Accountant in this service, provided they possess the qualification to hold that post. The option can be exercised within one year from the date of commencement of these rules. The option once exercised is final. The option however is limited to 50% of the posts.

(4) The Accountants under Andhra Pradesh Municipal Ministerial Subordinate Service shall be given an opportunity to opt as Junior Accounts Officer, provided they possess the qualification. The option can be exercised within one year from the date of commencement of these rules. The option once exercised is final. The option however is limited to 50% of the posts

(5) If there is any difficulty or discrepancy in interpreting the rules, the matter shall be referred to Government and orders passed thereon shall be final.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**Dr. VIJAY KUMAR,  
SECRETARY TO GOVERNMENT**

**To**

**The Commissioner of Printing, Stationery, Hyderabad**

**With a request to publish in the AP Gazette & send 100 copies to Govt.**

**Copy to:**

**The Commissioner & Director of Municipal Administration Hyderabad.**

**The RDMAs through the CDMA**

**The Prl. Secy. to CM**

**The PS to M (MA)**

**The PS to Prl. Secy. to Govt. (MA)**

**The Law (A) Department**

**//FORWARDED ::BY:: ORDER//**

**SECTION OFFICER.**